



# GRAPHIC DESIGNER III

## OPEN SPOT EXAMINATION

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDING PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**SPOT FOR** West Sacramento - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for West Sacramento.

A position exists in West Sacramento.

**FINAL FILING DATE** **December 18, 2014**  
Applications (STD. 678, Examination/Employment Application, Rev. 10-13) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

**HOW TO APPLY** **Submit applications to:**  
  
California Highway Patrol  
Selection Standards and Examinations Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001

**NOTE:** Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE.**

**NOTE:** All application (STD. 678) forms must include: employment history “from” and “to” dates (month/day/year); hours per week; title/job classification; and duties performed. Application (STD. 678) forms received without this information will be rejected. Resumes or other documents will not be accepted in lieu of a completed application (STD. 678) form.

**SPECIAL TESTING ARRANGEMENTS** Applicants with a disability who are requesting special testing arrangements shall mark the appropriate box in item number 2 on the application. Applicants will be contacted regarding specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that interviews will be held during January 2015.

**SALARY RANGE** \$4,454 - \$5,577

**ELIGIBLE LIST INFORMATION** A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

This is an open examination. Career credits do not apply.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE:** All applicants must meet the experience and/or education requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “Or II,” “Or III,” etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

Experience: One year of experience in the California state service as a Graphic Designer II.

**Or II**

Experience: Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. and

Education: Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)

<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Visual acuity and color vision sufficient to successfully perform the job; and creative ability.
<b>ADDITIONAL DESIRABLE QUALIFICATION</b>	A certification or degree from an accredited or recognized professional institute or body in the program areas of art, design, visual communications, and computer graphics; and neatness.
<b>THE POSITION</b>	This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialists responsible for the development and production of the most complex graphic design work.
<b>EXAMINATION INFORMATION</b>	<p>This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>Competitors who do not appear for the interview will be disqualified.</b></p> <p><b>Scope:</b> In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Principles of graphic design.</li> <li>• Techniques of interpreting statistical data.</li> <li>• Methods and techniques of freehand drawing and color illustration.</li> <li>• Elements of design such as: line, shape, texture, space, size, value, and color.</li> <li>• Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale.</li> <li>• Page layout, color theory, and typography.</li> <li>• Principles of graphic tools and equipment.</li> <li>• Graphic design software application.</li> <li>• Procedures for creating traditional and/or electronic files for output for single and multicolor publication.</li> <li>• Stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file.</li> <li>• Techniques and drawings.</li> <li>• Graphic resources and software applications.</li> <li>• Digital imaging.</li> <li>• Principles and techniques of three-dimensional exhibit preparation.</li> <li>• Project leadership.</li> <li>• Time management.</li> <li>• State-of-the-art graphic design techniques, theories, and processes.</li> <li>• Departmental programs and objectives.</li> <li>• Alternate strategies available to establish and improve comprehensive graphic design programs.</li> <li>• Team-building techniques and principles.</li> <li>• Principles of effective proposal writing.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively.</li> <li>• Use the elements of design to create page layout.</li> <li>• Perform image editing.</li> <li>• Apply color theory and typography.</li> <li>• Apply creativity in the preparation of art work.</li> <li>• Learn and apply new software.</li> <li>• Produce freehand drawing and color illustration.</li> <li>• Maintain project files.</li> <li>• Design and prepare exhibit materials.</li> <li>• Digitally retouch images.</li> <li>• Review narrative material and create appropriate illustrations.</li> <li>• Analyze situations accurately and take effective action.</li> <li>• Research resources.</li> <li>• Establish and maintain effective working relationships.</li> <li>• Negotiate.</li> <li>• Present ideas to a large or diverse audience.</li> <li>• Troubleshoot within the graphics application software.</li> <li>• Prepare project reports.</li> <li>• Use time effectively.</li> <li>• Assimilate ideas and concerns from a variety of customers and translate them into an effective and cost-efficient graphic design project or program.</li> </ul>
<b>VETERANS' PREFERENCE</b>	<p><b>Veterans' Preference:</b> Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:</p> <ol style="list-style-type: none"> <li>1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.</li> <li>2. An entrance examination is defined, under the law, as any open competitive examination.</li> <li>3. Veterans' Preference is not granted once a person achieves permanent civil service status.</li> </ol>

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## HIRING INFORMATION

**Background Investigation:** The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the Examination/Employment Application (STD. 678, Rev. 10-13), which is completed prior to the examination. You may be requested to divulge conviction history on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

## GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Human Resources Section, Examination Services, at (916) 843-3820, three weeks after the final filing date if a progress notice has not been received.

If the competitor did not receive a notice of oral interview prior to the day of the interview due to a verified postal error, the competitor will be rescheduled upon written request.

Applications (STD. 678, Rev. 10-13) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, CalHR, and the CalHR Web site at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**Interview Location(s):** It is anticipated that interviews will be scheduled in Sacramento.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) An entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR 1093), which is available at [www.jobs.ca.gov/VeteransInformation](http://www.jobs.ca.gov/VeteransInformation), from written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.

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